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| **EVENT TITLE** |
| **[Project group title] TERMS OF REFERENCE** |
| SCOPE |
| *Detail the remit of the group – i.e. which event(s) does this ToR apply to, and which group e.g. Board, LOC, Audit Committee* |
| PURPOSE |
| *Detail the overarching purpose of the group e.g. an LOC may include;** *Quality assure delivery of the event;*
* *Provide advice and guidance*
* *Ensure funding conditions are discharged in full*
 |
| MEMBERSHIP |
| *Role (e.g. Chair, member, observer, invited attendee, secretary)* | *Name, detail, organisation,*  |
| *Role* | *Name, detail, organisation* |
| *Role* | *Name, detail, organisation* |
| *Role* | *Name, detail, organisation* |
| *Role* | *Name, detail, organisation* |
| *Role* | *Name, detail, organisation* |
| MEETING STRUCTURE |
| Frequency |  |
| Administration | *Timelines for agenda and key papers circulation pre-meeting, approval of minutes, timeline for circulation of minutes and decisions circulated post-meeting, who is responsible (secretariat).*  |
| Format | *e.g. in person, circumstances for telephone meetings* |
| Decision-Making | *Voting process. Principles when making a decision.* |
| Quorum | *What is quorum for the meeting?* |
| AUTHORITY  |
| *Detail what the group is authorised to do – i.e If an internally delivered event, what permissions have been delegated to it by parent body board, if an LOC, what permissions has the Event Board delegated to it* |
| RESPONSIBILITES AND DUTIES |
| *List of specific responsibilities of the group**Are there any specific duties the group have to carry out?* |
| CONFLICTS OF INTEREST |
| *How are conflicts of interest managed?*  |
| REPORTING AND INFORMATION SHARING |
| *How does reporting work in terms of;** *Decisions to its members*
* *Reporting and making recommendations for sign off by higher authority decision making groups (e.g LOC to Event Board)*
* *Decisions reported to sub-committees*
* *How will information be shared across these groups?*
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| ACCOUNTABILITY |
| *How is the group held accountable? What is the process?**How are members held accountable? What are they accountable to? i.e Code of Conduct, Job descriptions* |
| CODE OF CONDUCT |
| *Is there a code of conduct for members? When is this issued? Consider how to reference it within a TOR* |
| REMUNERATION  |
| *What is your remuneration and expense policy?* |
| APPOINTMENTS AND REMOVALS |
| *How will members be appointed (specifically the Chair)**What is the process for removing a member if required?**Do term limits need consideration?*  |
| REVIEW |
| *How will the effectiveness and performance of the group (inc these ToR be reviewed?*  |
| POLICY OWNER | DATE APPROVED BY [Insert relevant group] |
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